

Draft
Peterborough Town Library Board of Trustees
Meeting Minutes January 25, 2018

Present: Marcia Patten (Chair), Laura Hanson (Secretary), Jeanie West, & Ron Bowman

Excused: Deb Caplan, Karen Struthers

Others present: Corinne Chronopoulos (Library Director), Audrey White (1833 Society), Ron McIntire (1833 Society), Tina Kriebel (1833 Society) & Barbara Miller (Select Board)

Meeting called to order: 1:40 pm

Minutes from December 28, 2017 meeting accepted with the addition of Deb Caplan being named to vote for Jeanie West. RB, JW

Treasurer's report for December 2017 accepted. RB, JW

Director's Report Highlights

- The town's Budget Committee meeting is scheduled for February 13th at 6 pm. Corinne and the campaign cabinet are working on a project presentation. All trustees are encouraged to attend. Without the addition of the temporary rent and move expenses, the library expenditures budget would be down .13%. There was a discussion about inviting the Budget Committee to meet with Corinne before the February 13th meeting to learn more about their expectations. Marcia volunteered to ask the Budget Committee Chair if this would be a possibility.
- Corinne has been a little more than 50% of her time on the project's building committee and fundraising campaign. The final site plan review with the Planning Board is scheduled for Monday, February 12th. There was a discussion about the property tax impact on town residents.
- A full report on the statistics for 2017 will be ready for the next Board meeting, but the library has seen an increase in visits, circulation, and program attendance. In 2016, the library was the 27th most visited library out of 247 public libraries reporting. All but two of the 27 libraries ahead of PTL have larger populations. The attendance in 2017 is even higher – up by 5%.
- Mid-year check has been completed with all staff. Annual review goals were reviewed and a plan set in place to achieve goals.
- The website committee met in December and narrowed their goals to 1) improve the navigation of the website headings; 2) conduct user testing and find out how users search the site; and 3) edit and fix broken links.
- Adult program attendance was up by 33% in 2017. A Winter Wellness acupuncture program is being held on the second Sunday afternoon of the month and the Tech Tuesday classes are popular. Corinne's monthly book club is growing with between 10 – 15 patrons attending each month.
- Children's programming starts up this week and the Teen Advisory Group and Pizza and Pages are seeing an increase in attendance.
- A Cabin Fever Extravaganza is being planned for March 24th which will feature performers, games, art projects, and more.

Motion to accept the Director's Report. RB, JW Motion passed

1833 Update

- Construction documents continue towards a 79% completion by February 1. Will have a Gross Maximum Price by Town Meeting.
- A Design Workshop was held with the architects in January at the library to discuss finishes and value engineering results.
- Meetings have been held to discuss the biomass system and solar power purchase agreement.
- Submitted application for Planning Board review which will take place in February.
- Met with Town Administrator to review project and budget committee presentation.
- Site evaluations continue for possible interim library locations.
- February 20th is the date for the "Get Out the Vote" kick-off meeting to create a separate committee for this initiative.
- The library is applying for CDFA tax credits with the proposal due on March 9th.

Old Business

Corinne gave the Trustees an update on the search for a temporary space. She and Mary recently visited the Guernsey Building and were very impressed with the space. They like the idea that it is downtown and the parking is good. It is also accessible for all patrons. Corinne plans to send a proposal to the Guernsey property manager. They will also visit SDE on Friday.

Next meeting: February 22, 2018

Motion to adjourn made at 2:30 pm JW, RB

Respectfully submitted, Laura Hanson